

Emergency Management Planner

Dept: **Emergency Services**

FLSA Status: **Non-Exempt**

General Definition of Work

Performs difficult skilled technical and administrative work supervising and directing emergency or disaster preparedness plans for the County, and related work as apparent or assigned. Work is performed under the general direction of the Emergency Services Director.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

- Researches, reviews, writes and maintains emergency plans for county operations during emergency or disaster events.
- Assists with coordinating daily operations of the department.
- Maintains readiness of the emergency operations center for response to emergencies or disaster events.
- Responds to and directs emergency management calls such as fuel and chemical spills
- Maintains county crisis information management software.
- Applies for and administers grants.
- Researches and participates in regional disaster preparedness projects to enhance capabilities within county operations.
- Conducts presentations on disaster preparedness for civic organizations and groups.
- Assists with training county staff to be better prepared for emergency or disaster events.
- Assists with analyzing weather forecasts to notify other jurisdictions of weather hazards affecting the County.
- Abides by, enforces and participates in the implementation and ongoing oversight of Randolph County Government safety standards and regulations.

Knowledge, Skills and Abilities

Thorough knowledge of county emergency response systems and capabilities; thorough knowledge of the methods and procedures of operating emergency and disaster plans; thorough knowledge of federal and state regulations governing emergency and disaster plans; thorough knowledge of the geography of the County and surrounding area; thorough skill operating standard computer equipment, hardware and software; ability to plan and supervise the work of others; ability to operate all communications equipment; ability to type at a reasonable rate of speed; ability to make arithmetic computations using whole numbers, fractions and decimals; ability to compute rates, ratios and percentages; ability to maintain required certifications; ability to respond to work during emergency situations or inclement weather; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to speak distinctly; ability to deal courteously with the public under stressful conditions; ability to establish and maintain effective working relationships with service providers, associates and the general public.

Education and Experience

Bachelor's degree with coursework in emergency management, disaster management, public safety, or related field and one to three years experience working in public safety, or equivalent combination of education and experience.

Emergency Management Planner

Physical Requirements

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, walking and using hands to finger, handle or feel and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, tasting or smelling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a powered air-purifying personal respirator in place of SCBA and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy locations (e.g. business office, light traffic).

Special Requirements

- Emergency Medical Dispatch (EMD) certification.
- CPR/First Aid certification.
- Division of Criminal Information (DCI) Certification.
- Incident command system (100, 200, 300, 400, 700 and 800) certification.
- Emergency vehicle driving certification.
- Emergency management type IV certification.
- Advanced storm spotter training.
- NC Sparta training.
- National Incident Management System (NIMS) training.
- Valid Driver's License in the State of North Carolina within 60 days of employment.

Competencies

Business Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values

Communications: Expresses ideas and thoughts verbally; Expresses ideas and thoughts in written form; Exhibits good listening and comprehension; Keeps others adequately informed; Selects & uses appropriate communication methods

Customer Service: Displays courtesy and sensitivity; Manages difficult or emotional customer situations; Meets commitments; Responds promptly to customer needs; Solicits customer feedback to improve service

Dependability: Responds to requests for service and assistance; Follows instructions, responds to management direction; Takes responsibility for own actions; Commits to doing the best job possible; Keeps commitments; Meets attendance and punctuality guidelines

Job Knowledge: Competent in required job skills & knowledge; Exhibits ability to learn and apply new skills; Keeps abreast of current developments; Requires minimal supervision; Displays understanding of how job relates to others; Uses resources effectively

Quality: Demonstrates accuracy and thoroughness; Displays commitment to excellence; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality

Emergency Management Planner

Relationship Building: Builds rapport up, down, and across the organization; Establishes collaborative relationships to achieve objectives; Seeks win-win solutions to conflict; Develops network of professional contacts; Displays empathy and tolerates diverse viewpoints

Initiative: Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed

I have read and understand my job responsibilities as outlined in this job description and will abide by and follow these duties.

Employee Name (Printed)

Employee Signature

Manager Name (Printed)

Manager Signature

Date